



Guidance for Teacher Intern Programs and Candidates Due to Emergency Health and Safety Restrictions Related to COVID-19 April 29, 2020

The Commission on Teacher Credentialing (Commission) is closely monitoring the impact of Coronavirus (COVID-19)-related school and university closures on intern candidates enrolled in educator preparation programs. We are particularly concerned about intern candidates' ability to complete clinical practice and performance assessment requirements during this academic year, and are looking for ways to mitigate this situation.

While it is difficult to predict how schooling may be altered by COVID-19 in 2020-21, schools will continue to need educators in the fall, and students will continue, as always, to need *well-prepared* educators.

Many intern candidates may be unable to complete their intern preparation this spring, and in anticipation of this situation, the Commission wants to remind candidates, and programs that candidates may apply for an Extension by Appeal, as specified in Title 5 section 80055. The extension would give the candidate an additional year to complete the requirements.

Extension by Appeal for Interns who continue to be employed by the same district

To qualify a candidate for an extension by appeal for additional time to complete the needed requirements, the sponsoring agency must submit the following information:

1. A recommendation form or letter from the institution or district intern sponsor agency supporting the appeal and verifying current status in the program
2. A letter from the employing school district verifying that the applicant will continue to be employed
3. A letter from the applicant explaining the valid reasons and extenuating circumstances that necessitate the appeal, including any supporting documentation

4. A completed Recommendation Form [CL-708](#) with Section C completed if requesting an extension of a District Intern Credential
5. [Application form 41-4](#) and current processing fee

Variable Term Waiver if Individual will not continue with their current employer

If an intern will not continue in the same role with their employer, but finds a teaching position with another school district, an extension would not be the correct avenue since the restrictions on their intern credential must change. In that case a Variable Term Waiver would be the correct document to allow the intern candidate to continue their teaching and to finish their program. Their teacher preparation program must support the VTW teacher completion of the TPA and any unfinished coursework, and recommend the VTW teacher for a Preliminary Teaching Credential when they have completed all credential requirements. For more information on the VTW COVID-19 support document, please see [Variable Term Waivers Due to Emergency Health and Safety Restrictions \(COVID-19\)](#).

There has been some concern that an intern candidate on an extension would be at a disadvantage when applying for a position for which a teaching candidate on a Variable Term Waiver, VTW, may also be applying. The decision to hire a candidate on a PS VTW or an intern on an extension is a local level decision. Both Intern Credential holders and PS VTW credential holders are equally authorized and prepared to serve as the teacher of record.

[Appendix A](#) provides Intern FAQs.

APPENDIX A

Intern FAQ

Q1. Because of COVID-19, I was not able to complete my Intern program. Can I qualify for a Waiver? What about an extension?

A. **Once an educator qualifies for an Intern credential, they are not eligible for a waiver for the same credential. Intern credentials are eligible for a single one-year extension. If the educator is still enrolled in an Intern credential program (or will be enrolled again once class resumes), and has not already received an extension, the preparation program can apply for an extension with the assistance of the Intern credential program. The program will provide verification of enrollment, while the educator will complete the application and a statement explaining the reasons they were unable to complete the Intern credential program during the validity of the credential.**

The Commission is working on the ability to provide an intern who has already had the single extension an additional extension due to the COVID-19 pandemic. More information on this will be shared as soon as it is available.

Details on extensions for Intern credential holders can be found below.

Extensions by Appeal for Intern Credentials

The term of the intern credential is two years (three for Education Specialist District Intern Credentials). It is possible to obtain a third year (or fourth year for Education Specialist District Intern Credentials) on the intern credential under certain circumstances as specified in Title 5 section 80055.

To obtain an extension by appeal for additional time to complete the requirements in the intern program, the college/university or district intern program sponsor agency must submit all of the following information:

1. A recommendation form or letter from the institution or district intern sponsor agency supporting the appeal and verifying current status in the program
2. A letter from the employing school district verifying that the applicant will continue to be employed
3. A letter from the applicant explaining the valid reasons and extenuating circumstances that necessitate the appeal, including any supporting documentation.
4. A completed Recommendation Form [CL-708](#) with Section C completed if requesting an extension of a District Intern Credential.
5. [Application form 41-4](#) and current processing fee

Q. Given the new PS VTW option, and the Hiring Hierarchy identified in Education Code section 44225.7, how will LEAs prioritize hiring between the PS VTW and Intern credential holders?

A. **The decision to hire educators who are serving on a PS VTW and/or an Intern Credential is a local level decision. PS VTW holders are credential candidates who have completed nearly all of their credential program requirements, and were set to earn their preliminary credential by the end of the Spring/Summer 2020 term. Intern teaching credential holders are authorized to provide instructional services while completing coursework and requirements necessary for a Multiple Subject, Single Subject, or Education Specialist Instruction Credential. The Commission encourages LEAs to hire teachers from these cohorts based on the local level needs and individual candidate fit at the local level. Both Intern Credential holders and PS VTW credential holders are equally authorized and prepared to serve as the teacher of record.**